

CHAPTER 29 DESIGNATE/RENEW A WRITTEN TEST EXAMINER

Section 1 Background

1. PTRS ACTIVITY CODES

A. *Maintenance:* 3526/3528

B. *Avionics:* 5526/5528

3. OBJECTIVE. This chapter provides guidance for determining if an individual meets the qualifications for original designation or renewal as a Written Test Examiner.

5. GENERAL

A. *Definitions*

(1) *Letter of Endorsement:* A letter issued to the examiner by the designating district office, listing the certification and rating areas in which the examiner is authorized to administer FAA written tests. It also states itineraries, if any, for which the examiner is approved.

(2) *Representative of an FAA Designated Written Test Examiner:* An individual appointed by an FAA Written Test Examiner to administer written tests while under the supervision of the examiner. The representative must meet the same requirements and receive the same information and training as the designated Written Test Examiner.

B. *Demand for a Written Test Examiner.* The demand for written tests at a specific location helps determine the number of designations a district issues. Only a sufficient number of examiners will be designated to accommodate the anticipated testing activity in a specific geographic area.

C. *Application.* Candidates must be citizens of the United States. The applicant must submit FAA Form 8710-6, Examiner Designation/Qualification Record, to the

designating FAA district office. The applicant must also provide a letter with the following information:

(1) Educational background and professional experience

(2) Description of the testing facility

(3) Proposed schedule of operations; e.g., days, evenings, weekends, or by appointment

(4) Names and qualifications of representatives

(5) A statement of willingness to administer written tests to special groups

(6) A request for approval of itineraries, if applicable, including the location, dates, and times that written tests will be administered

D. *Designation*

(1) Written Test Examiners are designated by the FAA under the authority of the Federal Aviation Act of 1958, as amended.

(2) Examiners may administer FAA written tests to applicants only in the testing areas authorized by the designating FAA district office.

(a) The designating FAA district office must not approve the appointment of a representative of a written test examiner whose test facility address is located outside the office's area of jurisdiction.

(b) An examiner may be designated to serve outside the U.S., provided that the examiner serves only U.S. citizens abroad and that the examiner's activities can be supervised by an FAA office.

(3) Examiners are not reimbursed by the federal government but may charge applicants reasonable fees.

E. *Geographic Limits of Authority*

(1) When a Written Test Examiner administers tests in a geographic area not under the jurisdiction of the authorizing FAA district office, the district office with jurisdiction over the new area may monitor the examiner's testing activities.

(2) Should a Written Test Examiner move the test facility to a geographic area for which the examiner does not have an authorization, the designating district office must cancel the designation. If the district office manager of the new location wishes to retain the examiner's services, a new FAA Form 8430-9, Certificate of Authority, may be issued by the district office serving the examiner's new base of operations.

(3) When the examiner administers tests at a location other than the approved base of operations, that temporary location should meet the same standards as the approved facility.

F. *Letter of Endorsement.* The Letter of Endorsement indicates the specific written tests that an examiner is authorized to administer. Written Test Examiners are authorized to administer written tests representative of the activity prevalent in the area in which the examiner's base of operations or testing facility is located.

G. Attendance at any meeting of Written Test Examiners held by the district office to discuss examiner procedures and problems should be noted on the reverse of each examiner's FAA Form 8430-9.

7. RENEWAL/SUSPENSION

A. *Application for Renewal.* Examiners should apply for renewal at least 60 days before the date their certificate expires. If the examiner has not reapplied 45 days before the expiration date, the field office should send the examiner a reminder letter and two copies of FAA Form 8710-6.

B. Renewal is warranted by either a finding justifying the continuation of the examiner's designation for the

location concerned or a finding that the designation is in the interest of the FAA on the basis of the number of tests conducted.

C. As a general guideline, a certain amount of activity is required for renewal. The district office manager having jurisdiction over the designated Written Test Examiner will determine the specific amount of activity required.

D. FAA Form 8710-6 must include a record of the examiner's activity for the past renewal period. The Aviation Safety Inspector (ASI) will sign on the line provided.

E. *Issue Certificate of Authority.* The ASI should prepare and issue a new FAA Form 8430-9, dated to expire at the end of the twelfth calendar month after the month of renewal.

F. *Reinstatement of Expired Designation.* If a Written Test Examiner is reinstated within 12 months of expiration, the examiner need only submit a completed, signed FAA Form 8710-6 to the supervising district office.

G. *Suspension.* Action to suspend an examiner's designation pending adjudication, consideration of cancellation, or resolution of reasons for suspension must have the concurrence of the regional division manager and regional counsel.

9. COMPUTER TESTING. Written Test Examiners may be authorized to administer tests by computer using approved equipment and certain controlled procedures.

A. *Authorizing Testing by Computer*

(1) If a designated Written Test Examiner wishes to add an authorization for computer testing, the ASI will follow the appropriate procedures in Section 2 of this chapter. The ASI will issue a letter authorizing testing by computer. Regardless of issue date, this letter will expire at the same time as the examiner's designation.

(2) A Letter Authorizing Testing by Computer is issued only to examiners who have met particular requirements in order to test applicants using computers. The authorization indicates the type of equipment and the certificate or rating areas in which the examiner is authorized to test by computer.

(3) *Both Methods Available.* A Written Test Examiner wishing to administer FAA written tests by computer must also have the conventional method available to the applicant. The applicant may choose either method of taking the test. If the computer method is chosen, the examiner must advise the applicant that the questions have been entered into the computer by the examiner and that the examiner is solely responsible for their accuracy.

B. *Application for Computer Testing Authorization.* An examiner (or an applicant for initial designation) who wishes to administer airman written tests by computer must apply by letter to the designating FAA district office. The letter must include the following:

(1) The type, make, and model of all computer-related equipment to be used

(2) The location of the equipment (address, room number, etc.), whether the equipment is portable, and the locations where it will be used

(3) The examiner's plan for written test security

(4) The examiner's procedure for removing the test and test-related software from the computer when it is not being used for testing

C. *Examiner Responsibilities.* The examiner and the examiner's representative are responsible for the following:

(1) Ensuring that the computer equipment is functioning properly during a test

(2) Ensuring that the test questions and related information are accurately entered in the computer

(3) Answering applicant questions concerning the equipment and its use in written testing

D. *Exclusive Use of Computer.* The examiner must have exclusive use of the equipment used for applicant testing.

(1) An applicant testing by computer should be monitored in the same way as an applicant taking a written test by any other method.

(2) The computer terminal must not be used by the applicant for mathematical computations or for providing any information not contained in the FAA question books.

E. *Computer Testing Security.* Strict security procedures must be followed to ensure a proper testing environment. The examiner must indicate in detail in the Letter of Application how the following are to be accomplished:

(1) Controlling access to the computer equipment when loaded with test information. This should be conducted by the Written Test Examiner or the examiner's representative. Access must be prohibited by unauthorized persons.

(2) Deleting test information and related software from the computer at the completion of the testing period if the equipment is to be used for other purposes.

(3) Ensuring that the computer's two-way communications feature (modem), which could provide unauthorized assistance to the applicant, is not operable during testing.

F. *Compliance.* When testing by computer, the examiner must also comply with the following:

(1) Enter into the computer all test questions contained in the appropriate FAA question book and number them exactly as they appear in the FAA question books.

(2) Enter into the computer illustrations and other supplementary information from the question book related to the test questions, or issue them to the applicant as printed handouts.

(3) Enter into the computer FAA question selection sheet information appropriate to the question book, or issue the information to the applicant in printed form.

(4) Ensure that the applicant place responses to questions on Advisory Circular Form 8080-3, Airman Written Test Application, provided by the examiner.

G. Before taking a computer-administered test, the written test applicant must sign a computer testing statement that reflects FAA policy with regard to computer testing. The examiner must include a copy of the signed statement in the applicant's test file.

H. *Test Report*

(1) After the applicant takes the test, a test report will be issued. This report does not contain an FAA form number and does not have the appearance of previous written test results. The report will be printed on plain bond computer printout, indicating that it is an FAA test with the exam title, exam number, take number, the applicant's last name and first initial, social security number or date of birth, date of testing, score(s), results (pass/fail), question numbers missed, and the expiration date.

(2) Additionally, an embossed company seal will be applied to the original report. This embossed seal is required for the report to be considered valid for testing

purposes and certification. Photocopies are not valid for retesting, oral and practical testing, or for the issuance of a certificate.

(3) If the original test report is lost or destroyed the applicant can obtain a letter of confirmation or a duplicate of the report from the Maintenance Support Branch, AVN-142.

I. *Disposition of Test Results.* See Vol. 3, Oh. 19, Monitor a Written Test Examiner, for information on computer test results. The examiner forwards the applicant's test file to the Airmen Certification Branch, AVN-460, according to regular written test procedures.

11. TESTING ON ITINERARY. Unless otherwise authorized by the designating district office, the examiner will administer FAA written tests only at the examiner's primary testing facility. An examiner administering written tests elsewhere must be authorized by the designating district office. The examiner must furnish the district office with an itinerary schedule at least 60 days before the first testing date.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. *Prerequisites.* This task requires knowledge of the regulatory requirements of FAR Part 65.

B. *Coordination.* This task requires coordination with the Airmen Certification Branch, AVN-460 and may require coordination with the Maintenance Support Branch, AVN-142.

3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- FAR Parts 1 and 183
- FAA Order 8080.1, Revised Conduct of Airman Written Tests Handbook

- Order 8300.10, Vol. 3, Ch. 19, Monitor a Written Test Examiner
- Federal Aviation Administration FAA-T-8080-10, Aviation Mechanic General (AMG)
- Federal Aviation Administration FAA-T-8080-11, Aviation Mechanic Powerplant (AMP)
- Federal Aviation Administration FAA-T-8080-12, Aviation Mechanic Airframe (AMA)

B. *Form*

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8080-3, Airman Written Test Application

- FAA Form 8430-9, Certificate of Authority
- FAA Form 8710-6, Examiner Designation/Qualification Record

C. *Job Aids.* None.

5. PROCEDURES

A. *Determine Need.* Review the files to determine if the following factors apply:

(1) There is a substantial increase in requests for new written tests

(2) There are complaints regarding the unavailability of Written Test Examiners in certain geographical areas

B. *Selection of Candidates.* If necessary, solicit applications from potential candidates based upon the following criteria:

(1) A minimum age of 21 years

(2) Availability on a year-round basis

(3) A written recommendation from an Airworthiness ASI, or district office manager who has been personally acquainted with the applicant for at least one year

C. *Report Findings to the Office Manager.* Submit findings to the office manager for review. Include the following documentation on each prospective candidate:

(1) Vital Information System (VIS) report, if applicable

(2) The candidate's FAA Form 8710-6

(3) Letter of application

(4) If available, a complete and current resume

(5) A written recommendation from an ASI

(6) Any other pertinent information, references, or recommendations

D. *Schedule Appointment for Interview and Inspection of Facilities.* After determining that a candidate meets all of the prerequisites for the Written Test Examiner, schedule an appointment for an interview and an inspection of the candidate's testing facilities.

E. *Inspect Facilities*

(1) Inspect any acceptable forms of identification to verify the identity of the candidate and the candidate's representatives.

(2) Conduct a complete inspection of the candidate's test room or testing facilities to determine if the facilities meet the following requirements:

- Freedom from distractions
- Conformity with local building, sanitation, and health codes
- Proper control of temperature and ventilation systems
- Adequate lighting
- Adequate numbers of tables and chairs
- Appropriate secure storage for test materials
- Facilitation of monitoring

(3) If the candidate proposes to administer written tests by computer, accomplish the following:

(a) Examine the security plan and procedures provided in the application letter and ensure that the test facility can support them.

(b) Examine the proof of exclusive use of equipment to ensure that it is the same as the information submitted with the letter of application.

(c) Ensure that the equipment identified in the letter of application is the same as the equipment at the test facility.

(d) Determine if both the examiner and the examiner's representative can demonstrate proper use of the equipment.

(e) Ensure that all questions from the FAA question book have been entered into the system and that they appear correctly. Randomly select several questions from the computer and verify that they match the original questions in the appropriate question book.

(f) Ensure that question book illustrations or supplementary materials have been entered in the computer accurately. If not, ensure that the examiner has handouts of them.

(g) Ensure that the examiner has copies of the statement the applicant must sign if the applicant chooses to be tested by computer.

(h) Observe a simulated administration of a test by computer and ensure that the integrity of the testing process is not compromised. Ensure that the two-way communications feature is not operable.

F. *Surveillance for Renewal of the Written Test Examiner*

(1) Receipt of FAA Form 8710-6. Review the examiner's FAA Form 8710-6 for completeness.

(2) Review Office Files

(a) Determine the examiner's activity rate from previous monthly and 12-month testing activity reports.

(b) Determine if there are any complaints about the examiner's conduct and performance (disregard complaints about the amount of examiner fees).

(3) Determine the Need for Examiner's Services. Determine whether the examiner's services are still needed.

(a) If a need still exists for the Written Test Examiner's services, proceed accordingly:

- Schedule an appointment for an inspection of the testing facilities. If possible, schedule the inspection to occur while the examiner is administering written tests
- Send a letter to the examiner confirming the date and time of appointment

(b) Upon arrival at the testing facilities, inspect the facilities as per original designation.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of the task will result in one of the following:

(1) Satisfactory inspection. Accomplish the following:

(a) Debrief and advise the candidate of the following:

- That the inspection was satisfactory
- That the appropriate certificates and documents will be prepared
- That the district office will contact the candidate to set up an appointment to issue the appropriate certificates and supplies, and provide the appropriate training on the administration of written tests

(b) Prepare the appropriate certificates and documents as follows, with copies for district office files:

- FAA Form 8000-5
- FAA Form 8430-9
- Letter of Endorsement

- FAA Form 8710-6; complete and sign reverse side and retain original in the district office files
- A letter authorizing the administration of a specific test by computer when the examiner's equipment and procedures are found to be satisfactory for computer testing

(c) Contact the candidate and schedule an appointment. At the scheduled appointment:

- Issue appropriate certificates and documents to the examiner
- Instruct the examiner on how to obtain written test supplies
- Conduct training on the administration of written tests

(2) Unsatisfactory Inspection

(a) Debrief the candidate concerning any discrepancies in the facilities. Advise the candidate that all discrepancies must be corrected within 30 days and to inform the district office when the discrepancies have been corrected. At that time a reinspection of the facilities will be scheduled.

(b) If the candidate corrects the discrepancies, conduct a follow-up inspection of the facilities.

(c) If the candidate does not correct the discrepancies within the 30-day period, send a Letter of Denial to the candidate.

(d) If the follow-up inspection is satisfactory, debrief the examiner and advise that the inspection was satisfactory and that a new FAA Form 8430-9 will be mailed.

- Prepare a new FAA Form 8430-9 and send it to the examiner
- Complete an inspection report and file it in the district office files

- If applicable, issue a new letter authorizing testing by computer

(e) If the follow-up inspection was unsatisfactory, accomplish the following:

- Debrief the candidate concerning any discrepancies in the facilities. Advise the candidate that all discrepancies must be corrected within 30 days. Advise the candidate to inform the district office when the discrepancies have been corrected, at which time a reinspection of the facilities will take place.
- Prepare and send a letter to the candidate reconfirming the discrepancies noted during the inspection of the facilities and notifying the candidate that the discrepancies must be corrected within 30 days
- If the candidate corrects the discrepancies, conduct a follow-up inspection of the facilities
- If the candidate does not correct the discrepancies within a 30-day period, send a Letter of Denial to the candidate

(3) If the examiner's services are no longer needed, prepare a letter to that effect for the district office manager's signature.

C. Document Task. Complete FAA Forms 8710-6 and 8430-9 and file them in the district office files. Forward a copy of the following to the regional office:

- FAA Form 8000-5
- FAA Form 8430-9
- FAA Form 8710-6
- Letter of Endorsement

9. FUTURE ACTIVITIES. Normal surveillance.

